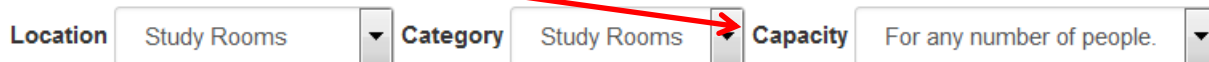


STUDY ROOMS ARE AVAILABLE AT MOUNTAIN VIEW PUBLIC LIBRARY

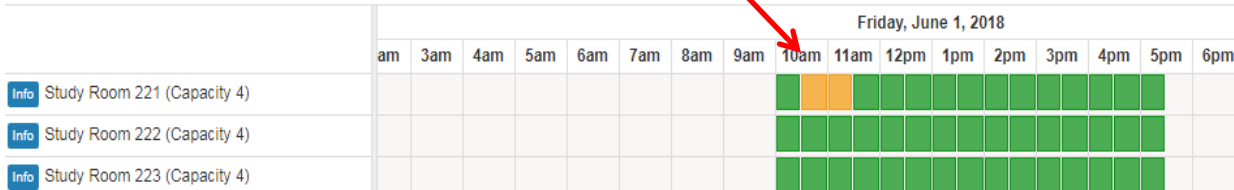
Booking a Study Room

1. A Mountain View Public Library card number in good standing, PIN, and email address are required to book a room.
2. Go to <https://mountainview.gov/studyrooms>
3. Select *Capacity* from the top drop-down menu and select the number of people in your group.



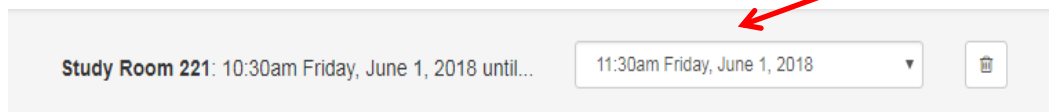
Location Study Rooms ▼ Category Study Rooms ▼ Capacity For any number of people. ▼

4. Click on an *Available* green space on the calendar grid to select room number and time. Bookings are done in 30-minute time slots. However, bookings default to one-hour. Example: when clicking on the 10:30 am time slot, it will default to schedule the booking from 10:30 am to 11:30 am.



	am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm
Info Study Room 221 (Capacity 4)																	
Info Study Room 222 (Capacity 4)																	
Info Study Room 223 (Capacity 4)																	

5. Adjust the length of the booking using the pull down menu below the calendar grid to select the end time of your booking.



Study Room 221: 10:30am Friday, June 1, 2018 until... 11:30am Friday, June 1, 2018 ▼

6. Click *Submit Times* to place booking.
7. Enter your Mountain View Public Library card number and PIN.
8. Click *Continue* to accept the terms of service of the [Group Study and Program Room Use Policy](#).
9. If you don't have an email address on your library account, enter an email address to receive a confirmation of your booking. If you need to cancel the booking, the confirmation email will have a link to cancel your booking. Please note the time and room number of your booking, and then click *Submit Booking*.

Questions?

Visit us at the 2nd floor Information Desk, or call (650) 903-6337.

Room Use Guidelines

- A Mountain View Public Library card number in good standing, PIN, and email address are required to book a room.
- Mountain View Public Library has 10 study rooms located on the second floor of the Library with varying capacities. Rooms 221, 222, 223, 224 can accommodate 4-6 persons; rooms 225, 226, 227 can accommodate 2 persons; and rooms 228, 229, 230 can accommodate 2-4 persons. Room capacity limits will be enforced.
- All rooms have access to a whiteboard and free Wi-Fi (wireless Internet).
- The Wi-Fi is open and unsecured. To connect to the Library Wi-Fi, login to *cmvwifi* using your wireless device and accept the Terms of Service.
- Bookings are done online for a **maximum of two hours per day per group**.
- Room bookings can be made up to 3 days in advance.
- No food is allowed inside the Library. You may bring covered drinks.
- As a courtesy to other users of the study rooms, please leave the room as you found it. Erase the board and leave the markers in the box before leaving.
- The Library is not responsible for your belongings. Take all belongings with you if you leave the room.
- If you leave the room for more than 10 minutes, your booking may be cancelled and unattended items may be brought to lost & found.
- Study rooms are reserved for group use. Customers on a conference call or phone interview qualify as a group in one of our small study rooms (rooms with a two-person capacity).
- You agree to the terms of service of the [Group Study and Program Room Use Policy](#) once you submit your booking. The policy can be found at <https://library.mountainview.gov> under *Library Policies*.
- If you are not in your room within 15 minutes of the start time, your booking will be cancelled.
- You may proceed directly to the room on the 2nd floor of the Library at your reserved date and time. If you need assistance, please go to the 2nd floor Information Desk.
- Leave the door open and inform the 2nd floor Information Desk when you are done using the study room.
- You can cancel a booking using the link on the confirmation email, or you can visit the 2nd floor Information Desk, or call (650) 903-6337 for assistance.

